

Office Memorandum

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UNITED STATES GOVERNMENT

TO : Comptroller
 Attn: [REDACTED] 25X1A9a
 FROM : Assistant Director for Research & Reports
 SUBJECT: [REDACTED] Budget for FY 1952
 25X1A2d1

DATE: 22 SEP 1951

1. In accordance with your request we submit below further details on the various items appearing in the [REDACTED] budget for 1952 presented to the Projects Review Committee under the date of 16 August 1951.

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a. Travel

The proposed budget calls for an estimated expenditure of \$45,000 for travel. At the present stage of progress it may be assumed that this will generally be broken down in total as follows:

Foreign Travel

\$11,000

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Probably for 3 trips to Central Europe, 1 trip [REDACTED] and 1 survey trip to [REDACTED]

Dislocation Allowances

6,000

Probably for five individuals.

Domestic Travel which would include moving expenses for persons coming [REDACTED] to work on a temporary basis, travel of personnel on business within the U.S. which would include a considerable amount of travel between [REDACTED] and Washington and would include travel expenses of consultants.

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Probably will cover an average of 280 trips at an average expense of \$100 a trip.

28,000*

TOTAL

\$45,000

*It is estimated that there will be at least 100 persons connected [REDACTED] on a full time, part time or consulting basis who will be required to do some traveling. The extent of travel will obviously vary but the average for a ten months period is then 2.8 trips per staff member for the entire 10 months period.

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b. Materials and Services

Office Supplies

Equipment - any necessary additional office equipment
such as files, safes, furniture, machines, etc.

Library - equipment and supplies, including library
materials such as books, pamphlets, papers,
translations, etc.

Illustration Service

Photo Service

Printing Costs

Repair of Contract Property

Service Contracts on Contract Property

c. Other Direct Charges

Petty Cash

Stamps

Telephone Charges

Telegraph Charges

Cable Charges

Rental Charges

Miscellaneous Charges (Not otherwise allocated) and other
direct charges of a major nature such as
proposed laboratory for new communication
study.

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2. We have received an assurance [REDACTED] that consultant's fees
will be limited to \$50.00 a day in all cases. In very exceptional cases
this fee will be increased to \$100.00 a day and such increase will be
made only if the consultant's services could not be had for a smaller
fee.

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[REDACTED]
MAX F. MILLIKAN